



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules)

**Posting #AOC0302N17**

**PLANNING AND RESEARCH COORDINATOR**

**Opening Date:** March 21, 2017 **Closing Date:** March 31, 2017

**Salary:** \$54,827 - \$68,534 per year (Minimum – Midpoint)  
Pay Grade 18\*

**Recruiting For:** **Administrative Office of the Courts**

**Location:** City of Wilmington (**Please check this location on your application**)

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** This position will work with officials within the courts and justice system agencies to design and implement data collection methods and to provide research and analysis to support planning and policy development for the courts and the justice system. Responsibilities will include analyzing and assessing data, problems, and issues and their impact on programs and planning; defining and evaluating uses of resources, viable options/approaches and anticipated costs and benefits, consequences and outcomes using present and projected information; recommending and formulating plans and policies targeted at increasing the efficiency and effectiveness of court and justice system initiatives, improving access to justice, and community education; organizing, managing, and monitoring court programs; and other duties as assigned. This employee will also be responsible for the preparation of the statistical components of the Judicial Branch annual report and may supervise staff.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Possession of a Bachelor’s Degree in Public Administration, Measurement or Research or a related field with coursework in statistics, **OR** possession of a law degree with

experience in management or data analysis; **OR** at least three years experience in planning, policy, research or evaluation.

2. Experience in developing solutions and providing recommendations, guidance, and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
3. Experience in developing policies/procedures or strategic planning.
4. Experience in preparing narrative reports/documents.
5. Experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Experience in organizing programs and other activities.
7. Excellent writing skills are a must.
8. Ability to communicate courteously and effectively, both verbally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:  
 Administrative Office of the Courts  
 The Renaissance Centre  
 405 N. King Street, Suite 507  
 Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**An Equal Opportunity and Affirmative Action Employer**